



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:	Department of Economic and Community Development			
Department Contract Administrator or Grant Coordinator:	Julia Trujillo Luengo			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 25,000	Advantage CT / RQS #:	CT19A2023031300000002317	
CONTRACT	Proposed Start Date:	2/28/2023	Proposed End Date:	6/30/2024
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		KDK Consulting Group, LLC		
Brief Description of Goods/Services/Grant:		10 Year Economic Development Plan Implementation		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

Maine's 10 Year Economic Development Strategy was published in December 2019. It called for an ongoing avenue to alert the public of the progress made across its 3 goals and seven strategies. The pandemic challenged DECD's ability to be able to viably issue this report. In 2022, DECD secured a vendor, through a low-cost contract, that could support the Department's efforts to issue a Progress Report no later than Spring 2023.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The selected vendor has already performed a significant portion of the foundational work for this project. Therefore, they are best positioned to finalize the implementation of the 10 Year Plan at this reasonable rate.

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The full scope of this project is multilayered from facilitation, research, project management, graphic design to data evaluation and visualization of metrics. This vendor is able to deliver concrete outcomes containing all these elements for a very reasonable rate.

4. Describe the plan for future competition for the goods or services.

This is the first 10 Year Plan Economic Development Plan progress report and its first irroration as a result of the report. If this becomes a regular State output and DECD is unable to produce this report and future versions internally, the Department will engage in a multiyear competitive process.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)


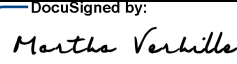
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Heather Johnson	Date:	3/20/2023
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	891CE7A1493D45B... Martha Verhille	Date:	3/27/2023